AcciónSIDA Workplan: October 1, 1998-30 September 1999
Cooperative Agreement 517-A-00-97-07103-00
USAID/DR Project #517-0276
Academy for Educational Development
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Narrative

This narrative accompanies the attached timeline of proposed activities for the second year of the AcciónSIDA project, under the cooperative agreement between USAID/DR and the Academy for Educational Development, with PLAN International. The project is based in Santo Domingo, Dominican Republic, and is national in scope. The structure for this workplan follows the five sub-result areas which form the HIV/AIDS strategy developed by the USAID/DR mission for this project.

I. Deliverables/Reports

A. **Annual Workplans:** After the first year, will be developed and submitted for approval by September 30 each calendar year.

B. **Evaluation Plan:** Annual revisions and updates will be submitted for each calendar year by January 30. AcciónSIDA will use combination of AED staff resources and consultants in developing and implementing the evaluation plan.

C. **Quarterly Reports:** Will be submitted for the corresponding quarters ending on the last day of December, March, June and September, respectively.

II. AcciónSIDA Project Activity

A. **NGO Grants Program:** The NGO Grants Program is the primary channel for sub-result area inputs under this project. An emphasis will be placed on establishing sustainable and effective activities and programs within non-governmental organizations. NGOs are encouraged to collaborate with public and commercial networks and resources in their activities in order to expand the role and responsibilities of these sectors.

Review of NGO Supervision and Information Systems: Will be reviewed by the NGO Grants Program team via institutional visits during the months of November, December 1998 and January 1999. The information gathered will be compiled and analyzed by the NGO Grants Program team with support from the Senior Program Officer and Project Director, as well as a local consultant with expertise in project monitoring. The results of this process will be used as the basis for providing appropriate NGO project monitoring and assessing possible technical assistance needs in personnel supervision and activities data collection.

Reporting Requirements Workshop with New NGOs: The NGO Grants Program Manager and Financial Officer will facilitate an orientation workshop in February 99 for the newly financed set of NGOs from the second funding cycle on required financial and progress reporting formats and procedures in order to assure uniformity and consistency.

Monitoring/Reporting: The NGO Grants Program Manager and Financial Officer will be responsible for an ongoing monitoring of financial and technical aspects of all grant activities. An internal monitoring and evaluation instrument for the NGO Grants Program will be finalized and utilized to verify that the NGO are implementing planned project activities according to the original sub-grant budget and timeline. Quarterly narrative reports will complement monthly financial reports and will serve as the basis for the development of an ongoing technical assistance plan for each grantee.

Site Visits: External monitoring and evaluation instruments will be finalized and utilized during regularly scheduled institutional and field visits for data collection and analysis purpose. These instruments will permit AccionSIDA to continually assess and respond to NGO technical assistance needs.

B. **Grant Cycle III:** The selection process will start July 1999 and continue through September, after starting the follow Up and monitoring process to the NGOs activities started in the first and second cycle. It will include the following activities:

Define Criteria: Criteria will be defined for this third round based upon thematic group discussion results.

Deadline for Proposals: August 6 1999 will be the first deadline for this third cycle of grant applications.

Selection Committee: This Committee will be composed of selected technical and institutional representatives who represent a range of technical background and are known as objective, impartial professionals. Institutional representation will include USAID, UNAIDS, PAHO, Dominican Government and national experts. AcciónSIDA staff will review proposals, and facilitate the selection committee process. Final decisions will be based upon recommendations from the selection committee, but will be subject to technical review by AED and Plan International and final approval by USAID.

Pre-Auditory Visits: AcciónSIDA team members will visit prospective NGOs selected to determine administrative capacity, using evaluation tools developed jointly by Plan and AED technical staff.

Budget Negotiations + Programmatic Review: The grants manager and financial officer will negociate the grant budgets based upon technical recommendations from the selection committee and the Project Director.

Award Announcements: Results of the grant selection will be sent to all applicants individually in writing ending September 1999.

Grants Start Up: Disbursement of funds will start in October 1999 based upon a payment schedule developed during the budget negotiation phase.

C. Institutional Development Resources: AcciónSIDA will engage a pool of resources to provide Technical Assistance (TA) to NGO grantees based on needs identified by staff and consultant activities. This TA will take form in both individual and group workshop formats, and will include a focus on increasing technical capacity, administrative efficiency, sustainability planning, and marketing skills. AcciónSIDA's institutional partners for this technical assistance include Development Associates, ENTRENA S. A., and ALEPH.

NGOs Needs Assessment: Will be done by ALEPH via contract during January and February with the goal of specifying institutional capacity building needs of each NGO. The information gathered from the needs assessment will complement current technical assistance activities, and sense as the basis for individualized assistance.

Sustainability Workshop: Will be conducted in January for NGO participants with the goal of designing a realistic, sustainability plans for NGO activities. AcciónSIDA will use ENTRENA, S. A. and ALEPH.

"Cadena de Cambios" Workshops: AcciónSIDA team will continue to facilitate NGO group workshops focused on specific target populations, such as adolescents and young adults; sugar cane worker population; and women of reproductive age with the goal of incorporating this behavior change model into their projects.

D. Projects/Agencies Collaborations:

Johns Hopkins/DGPJ project "Soy Importante": AcciónSIDA will assist "SI project in developing mass media campaigns and in providing management support.

Other Projects/Agencies Collaboration:

PROCETS: There is not a formal agreement between AcciónSIDA and PROCETS. However, there is coordination in development of mass media campaigns to avoid duplication of efforts.

ONUSIDA: AcciónSIDA collaborates for world AIDS Day activities and identifies opportunities for strengthening NGO subprojects, such as the National Network of People Living with HIV (REDOVIH) project.

PREVIHSA: AcciónSIDA's contributes by providing IEC technical assistance through its officer for the national youth mass media campaign implemented by PROCETS.

John Hopkins University/FOGARTY: AcciónSIDA collaborates coordinating research activities in the DR which are conducted by local NGOs with funding and technical

assistance from Fogarty. Technical assistance is provided by Dr. Michael Sweat and Ms. Deanna Kerrigan.

HORIZONS: AccionSIDA serves as link with the NGOs that are selected by Horizons to conduct research, coordinating and facilitating meetings and revision of instruments, ect.

III. Sub-Result Activity Areas

Sub-Result Area #1:   HIV/AIDS/STI Information/Service Expansion
In addition to ongoing NGO activities:
ADOPLAFAM: STD/AIDS prevention in youth (primarily) and adults

IDCP: Prevention, detection and cure of STDs and the promotion of HIV/AIDS prevention

CEPROSH/TRSX: STD/HIV/AIDS prevention in sex workers, clients, sex business, owners and men involved in the commercial sex

CEPROSH HOTEL: STD/HIV/AIDS education at hotel workers

COIN: STD/HIV/AIDS prevention (work environment: commercial sex, industry and manufacturing and business sectors

CASCO/PROFAMILIA: STD/HIV/AIDS prevention for youth

NGO COALICION: HIV/AIDS policies, plans and initiatives

IDDI: STD/HIV/AIDS prevention for youth

CIAC/ASAP: STD/HIV/AIDS prevention in 10-19 ages public school students

PROPAS: STD/HIV/AIDS prevention in women reproductive age

AcciónSIDA will organize meetings with the program staff at the NGOs to define annual goals for each sub-project on the basis of baseline indicators.

AcciónSIDA, Development Associate and the National Estrategic Group for IEC, GESIEC will organize meetings with select donors, public and private organizations working with adolescents to maximize efforts.

AcciónSIDA will provide assistance to the HIV/AIDS/STI intervention program at the Protestant Church, and will provide materials training models for faith community networks

Sub-Result Area #2:   Increase Risk Perception and Health Seeking Behaviors Among Vulnerable Groups

The overall strategy for this area include two primary components: 1) NGO grants are providing support for targeted behavioral interventions for particularly vulnerable groups; and 2) NGOs are being encouraged to develop a coordinated national materials development and media messaging strategy aimed at keeping a continuing and consistent stream of high quality information available to the Dominican Republic. Of particular interest during this second year will be the coordination of the youth campaign efforts between 5 NGOs (IDDI,PROFAMILIA, CASCO, ADOPLAFAM, and MUDE) around the capital, as well as the Batey project with 5 NGOs (IDAC, CEPAC, MOSTCHA, ALA and CASCO).

In addition to the grant support, AcciónSIDA will provide IEC coordination and technical assistance directly to NGOs. The IEC Officer is working at several levels to:

a   Support national IEC efforts (via PROCETS and PREVIHSA)
b   Develop an integrated IEC Plan for NGOs which will serve to coordinate the efforts of the NGO grantees (and non grantees) with the goal of reducing duplication of materials and reducing overlapping or conflicting messages.
c   Coordinate Materials Development: AcciónSIDA IEC officer is working with each NGO grantee to develop a materials development plan which integrates with existing materials and the work of other grantees.
d   Meetings with specific target population networks
 e   Review and launch of educational modules with national networks (ie:schools and churches)

Sub-Result Area #3:   Improve Political Environment for National Response
**   to HIV/AIDS Epidemic**

A.   Theme Groups: AcciónSIDA through a subcontract with a local organization will convene a series of Theme groups on selected strategic topics with the goal of developing an action agenda for improving the environment for positive responses to the HIV/AIDS epidemic. These working groups will include sectoral leaders, technical experts and institutional representation chosen for their knowledge in each area, and will develop specific recommendations for public events, training activities, media placement and other activities aimed at promoting an advocacy agenda in their area. Based upon early conversations with key informants, AcciónSIDA suggests five theme group areas to start. These activities are expected to contribute to augmenting the resources and support for program interventions over the long-term from public and private sectors agencies.

B. IEC Theme Group: The IEC Committee consisting of the IEC NGOs coordinators has been active since 1994 and will continue as the IEC theme group.

C. STD Infrastructure and Policy: This area is considered to be a key service sector for controlling the transmission of HIV/AIDS, and is currently dramatically under-funded in the Dominican Republic. This theme group will focus on defining realistic goals for both the private and public sector infrastructure, and will develop an action agenda for improving the STD management capacity of the country.

D. Condom Distribution and Policy: Recent studies show improved but very uneven access to condoms in the Dominican Republic. This theme groups will look at the efforts of both the commercial sector and the donor community, and will develop recommendations for a national strategy for improving distribution and access to low-cost condoms.

E. Education Policy: This theme group will analyze the current opportunities and limitations of the public school sector with regards to prevention education, and will strive to develop a consensus statement on prevention education which might be adopted by the Ministry of Education.

F. Tourism Sector Theme Group: The tourism industry represents a major access point for creative and timely responses to the spread of HIV/AIDS, but has not been pro-active on this front as a whole. This theme group will focus on defining positive roles and activities within the tourist industry, and will strive to increase the active involvement of key players within the tourist industry.

G. Industrial Theme Group: Free trade zones and other major industrial employers represent another under-developed resource network for responding to the HIV/AIDS epidemic. This working group will strive to engage new industrial leadership and to promote replicable partnerships between management, labor and service providers.

Other working groups may be developed as new sectors and issues are identified.

Sub-Result Area #4:   Develop Affected Population Support Systems

The AcciónSIDA strategy is focusing attention on promising, low-cost and non clinical models of community-based care systems, with the goal of stimulating the development of new care networks. While this will remain a subordinate priority area in terms of resource allocation, the AcciónSIDA project can use its visibility and convening strengths to advance this area of activity with relatively little investment. Three grants are being providing to The National Network of Persons living with HIV/AIDS (REDOVIH), Clara Group and Apoyo a la Vida.

Three activity areas are contemplate for this second year:

A. **A resource bank** which highlights promising lessons from other countries as well as from Dominican Republic.
B. **A focus group** will be convened to explore and adapt promising new models for development in the Dominican Republic.
C. AcciónSIDA will host a **National Symposium** on this topic to bring more visibility and thought to this area of intervention.

Sub-Result Area #5:   Improve Access to and Use of Data

AcciónSIDA is working in four primary areas with regards to access and use of scientific data:

A. **Resource base:** AcciónSIDA is compiling a resource base of relevant studies and databases that assure working groups will benefit from the best available information as they conduct their duties. Additionally, NGOs working in the HIV/AIDS field will have timely access to information for use in their program designs and refinements.

B. **Baseline Surveys:** Baseline Survey will conducted by the Demography and Social Research Center, CESDEM. The data surveys will be used to evaluate AccionSIDA project. According to the approved scope of work, this research will consist of six KAPB studies which are to be conducted in two separate phases.

    First Phase: Three surveys were conducted during November 28 -December 20, 1998 for youth, commercial sex workers and hotel employees populations.

    Second Phase: Surveys at women in reproductive age, Bateye residents, men having sex with men and industrial workers and will be carried out during January 15 March 30, 1999.

C. **Lessons Learned Forums:** AcciónSIDa will host quarterly meetings for NGOs and project staff to share lessons, challenges and other informants with each others on a regular. Each meeting will have an agenda which responds to emerging issues in the field.

D. **Situational Analysis and Response Process to HIV/AIDS:** A Situational Analysis was conducted by the Development and Population Institute, IEPD, co-sponsored by AcciónSIDA with UNAIDS. It is expected that results will serve the National AIDS Control Program (PROCETS) in defining its strategic plan, as well as a natural resource for NGOs and others organizations.

ACCIONSIDA WORKPLAN: OCTOBER 1, 1998-30 SEPTEMBER 1999

	Activities	Team Resp.	OCT	NOV	DEC	ENE	FEB	MAR	APR	MAY	JUN	JUL	AGO	SEP	OBSERVATIONS
			1998			1999									
I	Deliverables Reports														
A	Annual Workplans	SPO,PD,												x	
B	Evaluation Plan	SPO,PD				x									
C	Quarterly Reports	PD,SPO,FO				x			x		x			x	
II	AcciónSIDA Project Activities														
A	NGO Grants Program	GM,GPO,SPO,PD													
	Review NGO Supervision and Information Systems	GM, GPO		xxxx	xxxx	xxxx									
	Reporting Requirements workshop w/ New NGOS	GM, GPO,FO				x									
	Monitoring/Reporting	GM, GPO, FO				x	x	x	x	x	x	x	x	x	
	Site Visits	GM,GPO,IEC,FO		xxxx	xxxx	xxxx	xxxx	XX		x		x		x	
B	Grant Cycle #3	GM,GPO,SPO, PD													
	Define Criteria	AcciónSIDA team							x	x					
	Invitational List	SPO,PD,IEC O									x				
	Deadline for Proposals	GM, GPO										x			
	Selection Committee	PD, SPO									x				
	Pre-Auditory Visits	GM, GPO, FO											XX		
	Budget Negotiations + Programmatic Review	GM, GPO, FO												XX	
	Award Announcements	PD, GM												XX	
	Grants Start Up	NGOs													
C	Institutional Development Resources	PD, SPO				x									
	NGOs Needs Assessment and Capacity Building Activities	PD, SPO					xxxx	xxxx	x	x	x	x	x		
	Sustainability Workshop	PD, SPO				x									
	"Cadena de Cambios" Workshops	AcciónSIDA team		x	x		x	x							
D	Projects/Agencies Collaborations	PD, IEC Officer, SPO													
	Technical assistance to "SI" Project	PD, IEC Officer, SPO	x	x	x	x	x	x	x	x	x	x	x		

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	Activities	Team Resp.	OCT	NOV	DEC	ENE	FEB	MAR	APR	MAY	JUN	JUL	AGO	SEP	OBSERVATIONS
			1998			**1999**									
	With other... Projects/Agencies.PROCETS/ ONUSIDA/PREVIHSA/FOGARTY/HORIZONS	AcciónSIDA Team	x	x	x	x	x	x	x	x	x	x	x	x	
III	**Sub-Result Activity Areas**														
1	**HIV/AIDS/STI Information/Service / Expansion**														
a	Identify Annual Targets for NGO Projects	AcciónSIDA team/NGOs				x	x								
b	Coordinate Activities for Adolescents with Public and Private Organizations	AcciónSIDA team/NGOs				x	x	x	x	x	x	x	x		
c	Coordinate integration of STD/HIV/AIDS into Church Activities	AcciónSIDA team/Churches					x	x	x	x	x	x	x	x	
2	**Increase Risk Perception/Vulnerable Groups**														
a	Support National IEC	PD,IEC Officer	x	x	x	x	x	x	x	x	x	x	x		
b	Develop Integrated IEC Plan for NGOs & other	IEC Officer/AED	x	x	x	x	x	x	x	x	x	x	x		
c	Material Coordination Workshop by Target Population	IEC Officer		x	x	x									
d	Meetings with Specific Target Populations	IEC Officer				x	x	x	x	x	x	x	x	x	
e	Review and Launching of Educational Modules	IEC Officer					x		x	x					
3	**Improve Political Environment**														
a	AccionSIDA Contract	SPO					xx	xx							
b	IEC Theme Group	PD,SPO,IECofficer			x	x	x	x	x	x	x	x	x	x	
c	STD Policy Theme Group	PD, SPO, AED					x		x		x		x		
d	Condom Policy Theme Group	PD, SPO						x		x		x		x	

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Activities	Team Resp.	1998 OCT	NOV	DEC	1999 ENE	FEB	MAR	APR	MAY	JUN	JUL	AGO	SEP	OBSERVATIONS
Education Sector Theme														
e Group	PD, SPO					X			X		X			
f Tourims Sector Policy Theme Group	PD, SPO						X	X			X			
g Industrial Theme Group	PD,SPO						X		X		X	X		
4 Affected Population Support Systems														
a Resource Bank on International Lessons	SPO, AED				X			X		X				
b Focus Group on Community Models	PD, SPO							XX						
c National Symposium on Support Systems	SPO								X					
5 Improve Access and Use of Data														
a Resource Base of Existing Studies	SPO				X	X								
b Baseline Surveys	SPO, Consultants	XX	XX	X	X	X	X							
c Lessons Learned Forums	AcciónSIDA team, NGOs						X			X				
d Situational Analysis and Response Process to HIV/AIDS	PD,Consultants	XX												

Legend: Team Responsibilities

PD: Project Director
SPO: Senior Program Officer
FO: Financial Officer
GM: NGO Grants Manager
GPO: NGO Grants Program
         Officer
IEC: IEC Officer
AC: Advisory Committee
Cons.:   Consultants